

**National Association of State Approving Agencies  
Application for Veterans Training Approval of  
Distance Education Programs**

Name of Institution:

Address of Main Campus:

Accreditation Status:

Is the institution accredited at the collegiate level by a nationally recognized accrediting agency or association as published by the Secretary of Education. NOTE: Candidate status is not considered to be accredited. Indicate the date full accreditation was attained and the granting agency/association.

Definition:

Physical presence means that an entity offers credit-bearing courses from or conducts some portion of the learning experience at a location established in the state by the entity, whether established directly or under the auspices of another entity or an institution.

Does the institution have a physical presence through which a program of education or credit-bearing course work is offered utilizing some form of distance education other than the main campus:

|                         |          |         |
|-------------------------|----------|---------|
| within state boundaries | _____yes | _____no |
| in another state(s)     | _____yes | _____no |

Does the institution currently have veterans training approval in a state(s) for any form of distance education. If yes, indicate the state(s) and State Approving Agency(s) that granted veterans training approval and the date of such action.

Check and describe in detail all forms of distance education that the institution utilizes for instructional purposes:

\_\_\_\_\_ Live, two-way instruction by way of interactive telecommunication

\_\_\_\_\_ a. Within state boundaries only

\_\_\_\_\_ b. To or from out-of-state site(s)/entity(s)

\_\_\_\_\_ Taped instruction over cable television

\_\_\_\_\_ a. Within state boundaries only

\_\_\_\_\_ b. To or from out-of-state site(s)/entity(s)

\_\_\_\_\_ On-line course instruction using personal computer

\_\_\_\_\_ a. Within state boundaries only

\_\_\_\_\_ b. To or from out-of-state site(s)/entity(s)

\_\_\_\_\_ Other, please describe

## **I. Institutional Commitment**

### **A. Role and Mission**

1. Describe how the delivery of distance education is consistent with the institution's role and mission.
2. Describe the institutional approval process that ensures the appropriateness of distance education as a valid mode to meet the program's objectives.

### **B. Student Services**

1. Describe the manner in which potential students are advised about each of the following regarding the distance education program(s):
  - a. Curriculum description
  - b. Course and degree requirements
  - c. Faculty-student interaction
  - d. Required technical skills and/or competencies
  - e. Required technical equipment
  - f. Institutional policies regarding standards of progress as they apply to the distance education program
  - g. Availability of academic support services
2. Describe the process used to screen or assess the backgrounds of students for their suitability for participation in this particular delivery mode.
3. Explain how enrolled students will receive information, which describes reasonable and adequate access to student services to support their learning.
4. Describe the advertising, recruiting, and admissions materials used to accurately represent the program and the available services.

### **C. Faculty Support**

1. Describe the training that faculty receive regarding the delivery of instruction by way of distance education.
2. Describe faculty support services specifically related to the distance education mode of delivery of the program.
3. Describe the faculty evaluation process employed with regard to teaching effectiveness regarding the delivery of distance education.

#### **D. Institutional Support**

1. Describe financial and technical institutional commitment to ongoing support and continuance of the program for a sufficient period to enable students to complete a degree.
2. Describe institutional commitment to appropriate learning resources such as library services, which are available to students.

### **II. Curriculum and Instruction**

1. Describe the process used to ensure that learning outcomes attained are consistent with similar degree programs offered on campus.
2. Describe the methods used by faculty members to communicate with students and how students communicate among themselves.
3. Describe how faculty is selected to design, deliver, and oversee programs offered by any form of distance education.
4. Describe the evaluation of credit earned through distance education within the institution or at another institution. Make note if credit earned through the distance education mode is treated differently from credit earned through residential instruction.

### **III. Evaluation and Assessment**

1. Describe the process used to evaluate a program delivered through distance education for educational effectiveness with regard to:
  - a. Assessment of student learning outcomes
  - b. Student retention
  - c. Student and faculty satisfaction
2. Describe how the institution will provide assessment and documentation of student achievement in each course, and at the completion of the program. Description must include any interim progress reports utilized by the institution, grading system, and length of time to complete each course.

### **IV. Security**

1. Describe the process used to ensure that the identity of students in distance education program(s) is securely maintained and consistently verified.
2. Describe the process used to ensure that academic integrity is maintained with regard to test taking procedures for students enrolled in any form of distance education.